

CONFIDENTIAL

Approved For Release 2005/08/22 : CIA-RDP85B00236R000200030002-8

9 March 1982

MEMORANDUM FOR THE RECORD

25X1 FROM: [REDACTED]  
Chief, Classification Review Division

SUBJECT: Use of Employee Number in Classification  
and Declassification Actions

25X1

On receipt of the memorandum of 15 December 1981 from [REDACTED] Office of Finance (OF), regarding the change in employee numbers (see attached), I notified all CRD employees that the new employee numbers being used for payroll purposes were not to be used by CRD employees in classification and declassification actions, and that they were to continue to use their old employee number until further notice. I contacted Chief, RMD at that time and suggested that he publish a notice Agency-wide advising all employees who take classification and declassification actions of the effective date that the new employee number should be used in these actions. Subsequently, when an insert to each pay slip was produced by the OF about the first week of February which notified each employee of his new employee number, I again advised all CRD employees that the new numbers were not to be used for classification and declassification actions until they were so advised.

25X1

Attachment:

- 25X1 1. [REDACTED] 15 Dec 81  
2. Excerpt from List of CRD Employees

Distribution:

Orig - 1-1 w/att  
1 - 1-10-1 w/att  
1 - DDIS w/o att  
1 - Chrono w/o att

25X1 [REDACTED]

Unclassified when  
Separated from  
Attachment 2

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15 December 1981

MEMORANDUM FOR: All Administrative Officers and  
Time and Attendance Clerks

FROM :   
Chief, Pay Administration Branch  
Compensation Division  
Office of Finance

SUBJECT : Change in Employee Numbers

1. Effective with Pay Period 01, (14-28 Dec 1981) the six digit employee number currently used on payroll, personnel and other related administrative documentation will become a new seven digit number.

2. For many employees this change will result only in a zero preceeding the present six digit number. However, in some cases a completely new number will appear on pay related documentation effective with Pay Period 01. The employee numbers should be cited on all correspondence and payroll request forms forwarded to Compensation Division effective with Pay Period 01/82.

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